

C-A OPERATIONS PROCEDURES MANUAL

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<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>

Approved: Signature on File _____
 Collider-Accelerator Department Chairman Date

C-A-OPM 9.4.1 (Y)

9.4.1 Procedure for Conducting Safety Inspections

1. Purpose

This procedure provides the instructions for Safety Inspection Committee members in conducting a safety inspection.

2. Responsibilities

2.1 The C-A ESHQ Division Head, or his designee, is responsible for maintaining an annual safety inspection schedule indicating the date of inspection, the area where the inspection is to take place, and the responsible supervisors for the area. The C-A ESHQ Division Head, or his designee, is responsible for determining a safety inspection cycle for each C-A facility indicating which facilities are on an annual, semi-annual, or quarterly inspection cycle.

2.2 The C-A Safety Inspection Committee performs the inspection.

2.3 The inspections must address all C-A buildings and experimental areas.

3. Prerequisites

3.1 The Committee is composed of individuals selected from various disciplines of the C-A Department and the RCD/ESD Divisions.

3.2 Trained and qualified Safety Inspection Committee members.

4. Precautions

The Committee members must be aware of the various hazardous locations and operations at the C-A, and conduct the inspections accordingly.

5. Procedure

5.1 The C-A ESHQ Division Head, or his designee, shall notify the responsible area supervisors several days in advance of the inspection.

5.2 The C-A ESHQ Division Head, or his designee, shall notify the Committee members of the date, time and location of an inspection.

5.3 The Committee members shall inspect the facility during a walk through and cite violations, hazards or deficiencies. Members of the Committee shall use the guidelines found in the ESH Standard 1.2.0 Appendix 1 (General Guidance for the Conduct of Inspections). This document can be found on the SBMS website.

5.3.1 During the inspection, Committee members shall inquire as to potential environmental hazardous materials and/or hazardous waste stored in the locations being inspected. If such items are present they shall review inventory and inspection records, as well as hazard labeling for conformity to DOE, EPA and BNL requirements.

5.3.2 The Committee shall be alert to and report on observed work practices which could impact employee health.

6. Documentation

6.1 The C-A ESHQ Division Head, or his designee, shall prepare an inspection report. The report shall indicate all violations, hazards and deficiencies.

6.2 The C-A ESHQ Division Head, or his designee, shall distribute a copy of the inspection report to the responsible supervisors, those persons responsible for abatement, the C-A Safety Inspection Committee members, the C-A Department Chairman, the C-A Associate Chair for ESHQ, and the RCD/ESD representatives.

6.3 The C-A ESHQ Division Head, or his designee, shall notify those persons responsible for closure of violations and deficiencies through use of the ATS family tracking system.

6.4 The C-A ESHQ Division Head, or his designee, shall track all deficiencies and violations to closure through use of the ATS family tracking system.

6.5 The C-A ESHQ Division Head, or his designee, shall publish an annual C-A safety inspection schedule indicating the date of inspection, area to be inspected and the inspection cycle for the area.

7. References

7.1 [SBMS Website](#)

8. Attachments

None